

**ADMINISTRATION & LEGISLATION COMMITTEE  
MINUTES OF JANUARY 12, 2009  
OAKLAND, CA**

Chair Green convened the meeting of the Administration and Legislation Committee at 11:07 AM. The roster of attendance is attached.

**1.0 PLEDGE OF ALLEGIANCE**

**2.0 PUBLIC COMMENT**

There was no public comment.

**3.0 CONSENT CALENDAR**

**3.1 Minutes of November 10, 2008 Meeting**

**3.2 Quarterly Investment Report**

**3.3 Quarterly SBE, LBE and DBE Report**

A motion to approve the consent calendar was made by Chiang; a second was made by Worthington. The motion passed unanimously.

**4.0 ADMINISTRATIVE MATTERS**

**4.1 FY 08/09 Quarterly Budget update**

Swanson informed the Committee that three capital projects experienced budget changes during the last three months. The most significant change was in the I-80 ICM project which was reduced by \$1,422,500 with the activity being shifted to FY 2009/10. The combined changes would reduce the FY 2008-09 Budget by \$1,524,671 below the October 30, 2008 Budget adopted by the Board. The FY 2008/09 Work Program has also been updated to reflect the status of administrative, plans and programs and capital project activities during the 2<sup>nd</sup> Quarter. Swanson recommended that the Board approve the 2<sup>nd</sup> Quarter budget update for FY 2008/09. A motion to approve staff recommendation was made by Haggerty; a second was made by Fernandez. The motion passed unanimously.

**4.2 CMA Financial Overview Update**

Swanson summarized the progress that staff has achieved in addressing the financial challenges related to indirect cost recovery and the Agency's ability to finance the cash flow requirements of the projects. He reported that to maximize indirect cost recovery staff utilization is carefully monitored and project funding mix had been configured to enable higher recovery, where possible. He also presented longer term financial issues facing the Agency and concluded that (a) CMA should seek additional planning support revenue from MTC to fully cover mandated activity costs, and (b) administrative cost controls along with a focus on project utilization rates will, over time, allow the CMA to develop a "contingency" reserve to support project financing requirements. This item was for information only.

**4.3 Audit Services Procurement Policy**

Swanson recommended that the Board revise the adopted Administrative Services Procurement Policy to treat financial auditing services in the same manner as all other administrative services. He said that the current Administrative Services Procurement Policy, which was adopted on April 26, 2007, requires a mandatory rotation for these services at the end of five years. In light of the GFOA recommendation against mandatory rotations for audit services, staff believes a mandatory formal bidding process, as with other administrative services, would better serve the Agency. A motion to recommend that the Board approve staff recommendation to permit incumbent financial auditors a maximum of one five year extension to a financial audit firm contract was made by Worthington; a

second was made by Haggerty. The motion passed unanimously. The Committee also agreed to evaluate audit firm proposals and provide a recommendation to the Board for approval.

## **5.0 CONTRACTS, AGREEMENTS & CONSTRUCTION STATUS REPORTS**

### **5.1 Route 84/Ardenwood Blvd. Park and Ride Project: Construction Status Report**

Haas recommended that the Committee review and approve the Quarterly Construction Status Report for activities on the Route 84/Ardenwood Blvd. Park and Ride Project through December 31, 2008. The Committee accepted the report.

### **5.2 San Pablo Avenue Corridor Improvements Project: Construction Status Report**

Yarjani recommended that the Committee review and approve the attached Construction Contract Progress Report for activities on the San Pablo Avenue Corridor Improvements Project through December 31, 2008. The Committee accepted the report.

### **5.3 Grand MacArthur Corridor Transit Enhancements Project: Construction Status Report**

Yarjani recommended that the Committee review and approve the attached Construction Contract Progress Report for activities on the Grand MacArthur Corridor Transit Enhancements Project through December 31, 2008. The Committee accepted the report.

### **5.4 SMART Corridors Program – Amendment to Agreement with AC Transit for Rapid Bus Delivery Program**

Yarjani recommended that the CMA Board authorize the Executive Director to execute Amendment No. 5 to the agreement with AC Transit to increase the amount of AC Transit contribution to the SMART Corridors program by \$27,288 for technical support to restore Transit Signal Priority (TSP) data logging for the San Pablo Avenue, International Avenue and Telegraph Avenue corridors. A motion to approve staff recommendation was made by Worthington; a second was made by Chiang. The motion passed unanimously.

## **6.0 LEGISLATION/PUBLIC AFFAIRS**

### **6.1 Sacramento Report**

Fay reported that it is unlikely that bonds will be issued from the 2006 infrastructure bond approved by the voters. There is a potential that projects that are in construction will stop as the State runs out of money. Furger added that there are two on-going construction projects: Phase 1 of 580 which started last summer and is expected to be completed in August 2009, and I-680. He informed the Committee that CMA is working with ACTIA so that these projects may continue construction.

### **6.2 Washington, DC Report**

Fay discussed the CMA's Washington, DC report. He informed the Committee that the stimulus package will likely exceed \$775 billion and will be a two-year bill which will create over 3 million jobs. Some of the funding will go to States facing budget shortfalls and intended to be passed in mid-February.

### **6.3 CMA 2009 Legislative Program**

Fay discussed the CMA's draft legislative program. He said that this is consistent with ACTIA's Federal Principles Plus and he recommended that the Board approve the program. A motion to approve staff recommendation was made by Worthington; a second was made by Fernandez. The motion passed unanimously.

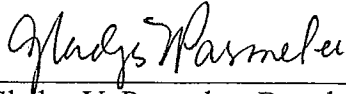
**7.0 STAFF AND COMMITTEE MEMBER REPORTS**

There were no reports.

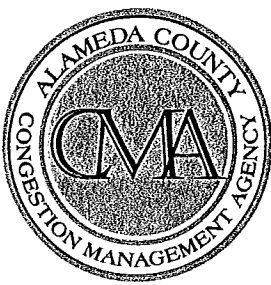
**8.0 ADJOURNMENT/NEXT MEETING**

Chair Green adjourned the Committee until Monday, February 9, 2009 at 11:00 a.m. at the CMA Committee Meeting Room.

Attest By:



Gladys V. Parmelee, Board Secretary



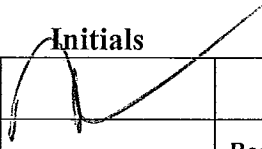
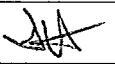
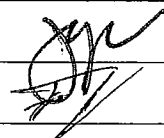
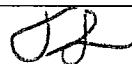
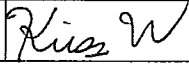
# ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

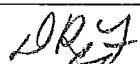
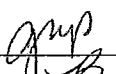
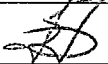
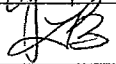




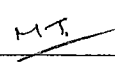

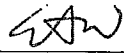

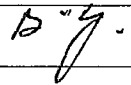

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185  
E-MAIL: mail@accma.ca.gov • WEB SITE: accma.ca.gov

## ADMINISTRATION AND LEGISLATION COMMITTEE MEETING ROSTER OF MEETING ATTENDANCE

January 12, 2009

ACCMA Committee Meeting Room  
1333 Broadway, Suite 220, Oakland CA 94612

MEMBERS	Initials	ALTERNATES	Initials
Mark Green, Chair –City of Union City			
Greg Harper, Vice Chair – AC Transit		Rocky Fernandez - AC Transit	RRF
Scott Haggerty – County of Alameda			
Councilmember John Chiang – City of Piedmont		Garrett Keating – City of Piedmont	
Farid Javandel – City of Albany		Robert Lieber – City of Albany	
Marshall Kamena – City of Livermore		Marjorie Leider – City of Livermore	
Tim Sbranti - City of Dublin		Jennifer Hosterman – City of Pleasanton	
Nate Miley – County of Alameda			
Larry Reid – City of Oakland			
Kriss Worthington – City of Berkeley		Tom Bates – City of Berkeley	

CMA STAFF	Initials	CMA STAFF & CONSULTANTS	Initials
Dennis Fay, Executive Director		Gladys Parmelee – Exec Asst & Board Secretary	
Frank Furger, Chief Deputy Director		Liz Brazil – Contracts Administrator	
Dick Swanson, Director of Finance & Admin.		Steve Haas – Senior Transportation Engineer	
Yvonne Chan – Accounting Manager		John Hemiup - Senior Transportation Engineer	
Christina Muller – Manager of Admin & H.R.		Vivek Bhat - Assoc . Transportation Engineer	
Cyrus Minoofar - Manager of ITS		Jacki Taylor – Engineering Assistant	
Matt Todd - Manager of Programming		Laurel Poeten - Engineering Assistant	
Ray Akkawi – Manager of I-580 Corridor			
Beth Walukas – Manager of Planning			
Diane Stark, Senior Transportation Planner			
Saravana Suthanthira, Senior Trans. Planner		Zack Wasserman – WRBD	
Bijan Yarjani – Senior Transportation Engr.		Neal Parish - WRBD	

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	Kevin Harper	Kevin W Harper CPA	510-324-1022	
2.	Don Arge	AA.G.SOS#1	925-551-1225	
3.	Tim Spencer	AG Transit	510.891.4754	tspencer@actransit.org
4.	Louis A. Fresta	Newark		Louis.Fresta@Newark.org
5.	Olderberg	Hayward	510-718-0398	olderb@att.net
6.	Joyce Starosciak	City of San Leandro	510-301-7844	jstarosciak@ci.san-leandro.ca.us
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